

# ***Full-Time Wyoming Army National Guard Vacancy***

## **ARMY GUARD AREA 2 – JOB OPPORTUNITY TECHNICIAN VACANCY ANNOUNCEMENT**

Please review the Area of Consideration and the Instructions for Applying sections prior to submitting an application package.

25 OCT 2006

**ANNOUNCEMENT #: 06-160**

**CLOSING DATE: 25 NOV 2006**

**POSITION TITLE, SERIES AND GRADE:** Materials Handler, WG-6907-06

**SALARY RANGE:** \$15.12 to \$17.64 per hour

**LOCATION OF POSITION:** Training Site Command, Guernsey, Wyoming

**APPOINTMENT FACTORS:** Excepted Service Enlisted (ENL) - the incumbent of this position is required to be a military member of the Wyoming Army National Guard.

**MILITARY GRADE REQUIREMENTS AND COMPATIBILITY CRITERIA:** After selection, must possess or be eligible for assignment to a military position in ENL MOS 77F, 88H, 88M, 88N, 88Z, 92A or 92Y. Maximum military grade authorized is E-7.

**POSITION SENSITIVITY:** 2 – Non-Critical Sensitive (NCS)

**AREA OF CONSIDERATION:** For Job Opportunity Technicians: This vacancy is open to all active members of the Wyoming Army National Guard. (see page 3 for technician application procedures).

**QUALIFICATION REQUIREMENTS:** GENERAL – Experience, education or training which demonstrates the applicants ability to compare item identification against receiving reports and issue request forms. Skill in using hand-trucks, dollies and other equipment to move stock. Ability to use hammers, pliers and other hand-tools, and to follow oral and written instructions.

SPECIALIZED - Must have 18 months of specialized experience which has included:

- (1) Experience in receiving, packaging, and preparation of materials for shipment, compilation of reports, and an overall knowledge of warehousing procedures;
- (2) Experience in setting up and rotating storage location considering factors such as life expectancy, available space, product turnover, etc.;
- (3) Experience performing inventory and inspections to determine serviceability of stocked items;
- (4) Experience in interpreting and applying written instructions, reference materials, publication, and manuals.

SUBSTITUTION – Study successfully completed in a college, university, technical or vocational school may be substituted for experience at the rate of one year of study for 6 months of experience. Courses must be directly related to the work of the position

**DUTIES AND RESPONSIBILITIES:** Performs a wide range of warehouse activities to include receiving, storing, selecting and shipping bulk and bin materials and equipment. Coordinates incoming and outgoing shipments and placement of materials within docking areas. Prepares inventory and production reports. Identifies, examines, classifies, accepts and disposes of a wide variety of materials and property. Performs other duties as assigned.

**NOMINATING OFFICIAL:** SFC Greg Andrews, Supervisory Distribution Facilities Specialist

**WYOMING NATIONAL GUARD HUMAN RESOURCES OFFICE (HRO) POINT OF CONTACT:**

OC Casey Henry at (307) 772-5167, DSN 388-5167, or E-Mail [casey.henry@wy.ngb.army.mil](mailto:casey.henry@wy.ngb.army.mil)

**PRE-EMPLOYMENT INQUIRY:** An employment inquiry may be sent by the HRO to those previous employers shown on the application in order to provide reasonable assurance that there is no derogatory or suitability information. The incumbent may be required to pass a physical screening prior to being assigned.

**SUBMIT YOUR APPLICATION TO:** Human Resources Office

Attn: Technician Staffing  
5500 Bishop Boulevard  
Cheyenne, WY 82009-3320

**INSTRUCTIONS FOR APPLYING:** All application materials must be received in HRO no later than 1630 on the indicated closing date. Materials arriving after the closing date will not be considered. Do not submit application materials in binders, file folders, etc.

***The Wyoming Military Department is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, color, national origin, sex, political affiliation, or any other non-merit factor.***

## TECHNICIAN SPECIFIC INSTRUCTIONS

You will be rated on your experience related to the Qualification Requirements section of the vacancy announcement. These minimum experience requirements are essential for successful performance in the position. You must fully justify, on your application, how you meet these requirements.

The application packet will consist of the following: A typed or neatly printed summary of your history. This may be a resume, established form (OF 612), or any other application form you choose.

As a minimum, your packet must include the following information in order to be considered:

- Announcement number and title of the position for which you are applying.
- Your full name, mailing address, and phone number(s) where you can be reached.
- Your military grade and unit of assignment.
- Your social security account number and birth date.
- **A narrative of your work (paid or unpaid), training, education, and/or other experiences that may be related to this vacancy.**
- List all pertinent military experiences.
- Describe duties in your own words; do not submit copies of official position descriptions.
- **Credit will be granted only if there is sufficient information in your application to fully substantiate how you satisfy the qualification requirements.**
- If you believe your education will help you qualify for this vacancy, include a copy of your **transcript(s)**. Education substitution credit will not be given without transcripts or certificates of completion.
- Show actual dates for all work experience submitted.

Incomplete applications will not be considered. All application materials will be retained by the Human Resources Office as part of the staffing file. You may submit copies rather than original documents. Veteran's preference does not apply to positions in this agency.

### Special notes:

- Acceptance of a permanent or indefinite position will cause termination from the Selected Reserve Incentive Program (SRIP).
- Relocation expenses will not be paid by the government.
- The selectee will be required to participate in Direct Deposit/Electronic Fund Transfer (DD/EFT).
- Use of government envelopes and/or postage for personal use is strictly prohibited.
- The selected applicant must complete a "Declaration of Federal Employment" prior to the appointment date.
- Faxed/emailed applications **WILL** be accepted to accommodate deployed members only.

Please feel free to call us at (307) 772-5167, DSN 388-5167, or E-Mail [casey.henry@wy.ngb.army.mil](mailto:casey.henry@wy.ngb.army.mil) for any additional information or clarification that you may need in reference to this procedure.